

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Performance of all phases of law enforcement work, including patrol, investigative, and traffic control duties. Performance of all work of the class of Police Officer, but with less supervision and in a more specialized and detailed manner. Supervise, assist, and instruct subordinate employees in the performance of their duties. Perform difficult and complex clerical and communication work, including typing, filing, and operating teletype. Performance of all duties assigned by superior officers in accordance with departmental policy.

DISTINGUISHING FEATURES OF THE CLASS

Employees of this class of police work exercise supervision over subordinate employees in accordance with general instructions received from officers of higher rank. They instruct and assist subordinate employees in the performance of their duties. Employees of this class work somewhat independently in performing their regular duties, but are given specific work instruction by ranking officers on new and complex assignments. The work and performance of this class of employees is reviewed by oral and written reports to superior officers or by the personal inspection of those superior officers.

EXAMPLES OF WORK

(Illustrative only.)

Transmit orders to police officers and instruct and assist them in the performance of their duties;

Instruct police officers in departmental policies and regulations;

When and as assigned, operate communications system; handle office details of arrests, booking and caring for prisoners, bonds, and fines; the keeping of important records and valuables; the preparation of important and complex reports; and other police clerical work;

Assist police captain in supervision of subordinates; and, in the absence of the police captain, act in his capacity;

Personally perform all the duties incumbent upon police officers;

Investigate and make necessary reports of traffic accidents;

Investigate and make reports of all violations of the law;

Make arrests for violations of the law;

Expedite the flow of vehicular traffic;

Perform all duties in strict accordance with the law and in compliance with departmental policy;

Perform duties assigned by superior officers;

Promote harmony within the department and among its employees;

Perform all duties required by law and departmental policy.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must be a regular and permanent employee in good standing in the class of Police Officer.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must meet all other requirements specified in paragraph 23 of the Municipal Fire and Police Civil Service Law.

WM	10-25-61
Rev	12-09-76
	08-10-81
	08-16-94
	01-17-95